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Collins

POWERED BY COBUILD

B1

Work on your Vocabulary

Hundreds of words to learn and remember

Intermediate

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Guide to word classes

All the words in **Word Finder** boxes have a word class. The table below gives you more information about each of these word classes.

Word class	Description
ADJECTIVE	An adjective is a word that is used for telling you more about a person or thing. You use adjectives to talk about appearance, colour, size, or other qualities, e.g. *He has got **short** hair.*
ADVERB	An adverb is a word that gives more information about when, how or where something happens, e.g. *She went **inside**.*
CONJUNCTION	A conjunction is a word such as **and**, **but**, **if**, and **since**. Conjunctions are used for linking two words or two parts of a sentence together, e.g. *I'm tired **and** hungry.*
NOUN	A noun is a word that refers to a person, a thing, or a quality, e.g. *I live in the **city**.*
PHRASAL VERB	A phrasal verb consists of a verb and one or more particles, e.g. *When I go outside, I **put on** a warm coat.*
PHRASE	Phrases are groups of words which are used together and which have a meaning of their own, e.g. *I **would like** to get a new job.*
PREPOSITION	A preposition is a word such as **below**, **by**, **with**, or **from** which is always followed by a noun group or the ***-ing*** form of a verb. Prepositions are usually used to say where things are, e.g. *You can park **outside** the house.*
QUANTIFIER	A quantifier comes before **of** and a noun group, e.g. *The **bulk** of the text.*
VERB	A verb is a word that is used for saying what someone or something does, or what happens to them, or to give information about them, e.g. *Can I **pay** by credit card?*

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Signs and notices

Here are some common signs you can see every day:

Word Finder

arrival	NOUN Your **arrival** at a place is the act of arriving there.
block	VERB To **block** a road or channel means to put something across or in it so that nothing can go through it or along it.
departure	NOUN **Departure** is the act of leaving a place or a job.
fire alarm	NOUN A **fire alarm** is a device that makes a noise, for example with a bell, to warn people when there is a fire.
leave	VERB If you **leave** a place or person, you go away from that place or person.
occupied	ADJECTIVE If something is **occupied** it is being used by someone.
out of order	ADJECTIVE If something, for example a machine, is **out of order** it is not working.
reception	NOUN In a hotel, office or hospital, the **reception** is the place where people are received and their reservations, appointments and inquiries are dealt with.
underground	1 ADJECTIVE Something that is **underground** is below the surface of the ground. 2 ADVERB If you go **underground**, you go below the surface of the ground.
vacant	ADJECTIVE If something is **vacant**, it is not being used by anyone.
warning	NOUN A **warning** is something which is said or written to tell people of a possible danger, problem, or other unpleasant thing that might happen.

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Word Finder

athlete	NOUN An **athlete** is a person who takes part in athletics competitions.
athletics	NOUN **Athletics** consists of sports such as running, the high jump, and the javelin.
beat	VERB If you **beat** someone in a competition, you do better than them.
boxing	NOUN **Boxing** is a sport in which two people wearing padded gloves fight, using only their hands.
champion	NOUN A **champion** is a person that has won a sports competition, or **championship**. A team that wins are called the **champions**.
championship	NOUN A **championship** is a competition to find the best player or team in a particular sport.
coach	1 VERB If you **coach** someone or a team, you help them to become better at a particular sport or subject. 2 NOUN A **coach** is someone who coaches a person or team.
competitor	NOUN A **competitor** is a person who takes part in a competition.
court	NOUN A **court** is an area for playing a game such as tennis or squash.
goalkeeper	NOUN A **goalkeeper** is the player in a sports team whose job is to guard the goal.
gymnastics	NOUN **Gymnastics** consists of physical exercises that develop your strength, coordination, and ease of movement.
ice hockey	NOUN **Ice hockey** is a game like hockey played on ice.
ice skating	NOUN **Ice skating** is an activity where you move across ice wearing special shoes with blades called skates.
jogging	NOUN **Jogging** is an activity where you run outside slowly as a form of exercise.
referee	1 NOUN The **referee** is the official who controls a sports match. 2 VERB If you **referee** a sports match, you act as referee.
score	1 VERB In a sport or game, if a player **scores** or **scores** a goal or a point, they gain a goal or point. 2 NOUN The **score** in a game is the number of goals, runs or points obtained by the teams or players.
supporter	NOUN **Supporters** are people who support someone or something, for example a political leader or a sports team.
surfing	NOUN **Surfing** is the sport of riding on the top of a wave while standing or lying on a special board.
track	NOUN A **track** is a piece of ground that is used for races.
train	VERB If you **train** for a sports event such as a race, or if someone **trains** you, you prepare for it.
training	NOUN **Training** for a sports event such as a race is preparation that you do for it, for example by doing a lot of physical exercise.
workout	NOUN A **workout** is a period of physical exercise or training.

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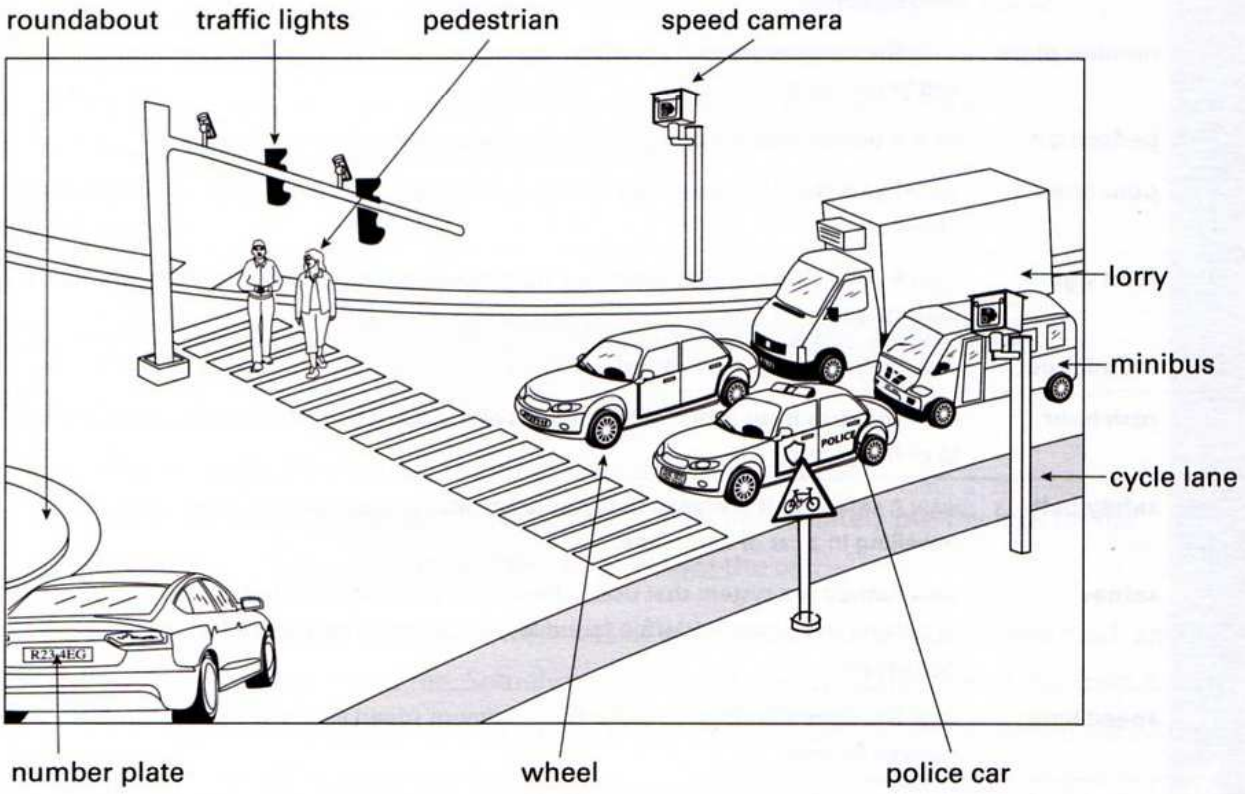
Transport



British and American words for transport

Depending on whether you're using American or British English, you can use different words to describe the same type of transport:

British English	US English
aeroplane	airplane
lorry	truck
motorway	freeway
number plate	licence plate
roundabout	traffic circle

Word Finder

fare	NOUN The **fare** is the money that you pay for a journey by bus, taxi, train, boat or aeroplane.
brake	1 NOUN A vehicle's **brakes** are devices that make it go slower or stop. 2 VERB When the driver of a vehicle **brakes**, or when the vehicle **brakes**, the driver presses the vehicle's brake, to make it slow down or stop.
gear	NOUN A **gear** is a piece of machinery, for example in a car or on a bicycle, which helps to control its movement. When a vehicle's engine is operating at a particular rate, you can say it is in a particular gear.
insurance	NOUN **Insurance** is an arrangement in which you pay money regularly to a company, and they pay money to you if something unpleasant happens to you, for example if your property is stolen.

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Word Finder

lorry	NOUN In British English, a **lorry** is a large vehicle used to transport goods by road.
minibus	NOUN A **minibus** is a large van which has seats in the back and windows along its sides.
motorway	NOUN In British English, a **motorway** is a wide road specially built for fast travel over long distances.
number plate	NOUN The **number plate** is an official sign on the front and back of a car with numbers and letters on it.
pedestrian	NOUN A **pedestrian** is a person who is walking, especially in a town.
puncture	NOUN A **puncture** is a small hole in a car or bicycle tyre that has been made by a sharp object.
road sign	NOUN A **road sign** is a sign that gives warnings and instructions to drivers and pedestrians.
roundabout	NOUN In British English, a **roundabout** is a circle at a place where several roads meet.
rush hour	NOUN The **rush hour** is one of the periods of the day when most people are travelling to or from work.
safety belt	NOUN A **safety belt** is a strap that you fasten across your body for safety when travelling in a car or aeroplane.
satnav	NOUN **Satnav** is a system that uses information from satellites to find the best way of getting to a place. It is often found in cars. Satnav is an abbreviation for 'satellite navigation'.
speed limit	NOUN The **speed limit** on a road is the maximum speed at which you are legally allowed to drive.
speed camera	NOUN A **speed camera** is a camera that takes photographs of cars that are going too fast.
traffic lights	NOUN **Traffic lights** are a set of red, yellow and green lights which tell drivers when to stop and go.
wheel	NOUN A **wheel** is a circular object which turns round on a rod attached to its centre. Wheels are fixed underneath vehicles so that they can move along.

Exercise 1

Match the sentence halves.

1 We walked because we did not want to pay	**a** the speed limit.
2 If you have a car, you must take out	**b** gear when you slow down at a roundabout.
3 You will need to change	**c** your safety belts.
4 You must always obey	**d** the bus fare.
5 Please make sure you fasten	**e** insurance for it.
6 You may be punished if you break	**f** the road signs when you are driving.

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Travel and holidays

Read the online review of the Hill Hotel.

Hill Hotel – Smuggler's Harbour
12 July • stayed for 4 nights • single traveller

I stayed at this hotel last month for four nights. There was no one at **reception** when I got there so I had to wait a long time to **check in**. I made a **reservation** before I arrived but they had no record of it. The room was very small so I couldn't **unpack** my suitcase. I had to **set off** early on my last morning because I was going to **board** a **ferry** but I had to wait to **check out**. One good thing was that it is in a great location so I could see all **the sights** and there were lots of places to buy **souvenirs** near the hotel too.

Please rate your stay: 1 star * = poor; 5 stars ***** = excellent ★★★☆☆

Word Finder

airline	NOUN An **airline** is a company which provides regular services carrying people or goods in aeroplanes.
backpacker	NOUN A **backpacker** is someone, often a young person, who travels to different places with just a bag on their back, called a **backpack**.
board	VERB When you **board** a train, ship or aircraft, or when it is **boarding**, you get on it.
check in / out	PHRASAL VERB You **check in** when you arrive to register at a hotel. You **check out** when you leave a hotel.
crew	NOUN The **crew** of a ship, an aircraft, or a spacecraft consists of the people who work on it and operate it. **Crew** can take the singular or plural form of the verb.
cruise	NOUN A **cruise** is a holiday spent on a ship or boat which visits a number of places.
customs	NOUN **Customs** is the place where people arriving from a foreign country have to declare goods that they bring with them.
ferry	NOUN A **ferry** is a boat that carries passengers or vehicles across a river or a narrow stretch of sea.
reach	VERB When someone or something **reaches** a place, they arrive there.
reception	NOUN In a hotel, office or hospital, the **reception** is the place where people are received and their reservations, appointments and inquiries are dealt with.
reservation	NOUN If you make a **reservation**, you arrange for something such as a table in a restaurant to be kept for you.
route	NOUN A **route** is a way from one place to another.
set off	PHRASAL VERB You **set off** when you leave to go on a journey.
the sights	NOUN If you see **the sights**, you visit the most interesting places in the area where you are staying.

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Word Finder		
	souvenir	NOUN A **souvenir** is something which you buy or keep to remind you of a holiday, place or event.
	travel agent	NOUN A **travel agent** or **travel agent's** is a shop where you can arrange a holiday or journey.
	traveller	NOUN A **traveller** is a person who is making a journey or who travels a lot.
	unpack	VERB When you **unpack**, or **unpack** a suitcase, box or bag, or when you **unpack** the things inside it, you take the things out of it.
	visa	NOUN A **visa** is an official document or a stamp put in your passport which allows you to enter or leave a particular country.

Exercise 1

Put the correct word in each gap.

visa | travel agent | backpackers | cruise | traveller | route

My ideal job

I work as a [1]_____. It's the ideal job for me because I'm a keen [2]_____ myself, and I can often get cheap tickets from work.

I also love planning trips for all our customers – from student [3]_____ to wealthier people who want to go on a luxury [4]_____. I always give them plenty of advice, for instance helping them plan their [5]_____ and letting them know if they need a [6]_____.

Exercise 2

Are the highlighted words correct or incorrect in the sentences?

1 It can take a long time to **go through** ☑ customs.
2 I would love to go to Rome and **watch** ❑ the sights.
3 People who book at the last minute often have to **spend** ❑ higher fares.
4 Last week, we **caught** ❑ the ferry to the nearest island.
5 I've **done** ❑ a reservation at the Hilton hotel for you.
6 We will be able to **board** ❑ the plane in ten minutes.
7 We **paid** ❑ a lovely handmade photo frame as a souvenir of our holiday.

Exercise 3

Rearrange the letters to find words. Use the definitions to help you.

1 rcwe _____ (the people who work on a ship)
2 riilane _____ (a company that owns and flies planes)
3 ehkcc tuo _____ (to pay your bill and leave a hotel)
4 otecerpni _____ (the place you go when you arrive at a hotel)
5 cpnuak _____ (to take your things out of a suitcase)
6 seiurc _____ (a holiday on a ship)

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The weather

Here are some useful words that you can use to describe the weather.

Word	Example	
mist	There's a **mist** over the sea this morning. I can't see much.	mild weather
breeze	It's not very windy. There's just a pleasant **breeze**.	
shower	It'll stop raining soon. It's just a **shower**.	
frost	It was a cold night and in the morning the ground was covered in **frost**.	
hail	It was very cold and the rain turned to **hail**. It was very noisy.	
flash of lightning	They saw bright **flashes of lightning** in the sky during the storm.	
monsoon	There is heavy rain every day during the **monsoon** season.	
flood	There were many **floods** in the region because of the heavy rain.	
hurricane	There was a lot of damage after the **hurricane** hit the town.	
tornado	We could see the **tornado** coming towards us.	severe weather

Word Finder

breeze	NOUN A **breeze** is a gentle wind.
darkness	NOUN If you are in **darkness** there is no light.
degree	NOUN A **degree** is a unit of measurement for temperatures.
flash of lightning	NOUN A **flash of lightning** is a sudden, short burst of light in the sky that you see during a thunderstorm.
flood	NOUN If there is a **flood**, a large amount of water covers an area which is usually dry.
freeze	VERB If a liquid **freezes**, or if something **freezes** it, it becomes solid because of low temperatures.
frost	NOUN When there is a **frost**, the outside temperature drops below freezing and the ground is covered with ice crystals.
hail	NOUN **Hail** consists of tiny balls of ice that fall like rain from the sky.
heat	NOUN **Heat** is warmth or the quality of being hot.
hurricane	NOUN A **hurricane** is a very violent storm with strong winds.
melt	VERB When a solid substance **melts**, or when it is **melted**, it changes to a liquid because of being heated.
mist	NOUN **Mist** consists of many tiny drops of water in the air, which make it difficult to see very far.
monsoon	NOUN The **monsoon** is the season of very heavy rain in Southern Asia.

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Word Finder

shade	NOUN **Shade** is a cool area of darkness where the sun does not reach.
shower	NOUN A **shower** is a short period of light rain.
tornado	NOUN A **tornado** is a violent storm with strong, circular winds.
tsunami	NOUN A **tsunami** is a very large wave, often caused by an earthquake, that flows onto the land and destroys things.
UV rays	NOUN **UV rays** are rays of ultraviolet light that cause your skin to darken after you have been in sunlight.
weather forecast	NOUN A **weather forecast** is a statement saying what the weather will be like the next day or for the next few days.

Exercise 1

Rearrange the letters to find words. Use the definitions to help you.

1 ooratnd _____ (a very bad storm with strong winds that move round in a funnel shape)

2 daehs _____ (a cool area of shadow where the sun does not reach)

3 eberez _____ (a gentle wind)

4 reohws _____ (a short period of light rain)

5 gdreee _____ (a unit of measurement for temperature)

6 ahil _____ (small balls of ice that fall like rain from the sky)

Exercise 2

For each question, tick the correct answer.

1 Which can only happen when the temperature is very low?
- ❑ frost
- ❑ shade
- ❑ degree

2 Which of the following would make you wet?
- ❑ breeze
- ❑ melt
- ❑ shower

3 Which of the following is caused by electricity?
- ❑ darkness
- ❑ weather forecast
- ❑ flash of lightning

4 Which of the following always means there is a lot of rain?
- ❑ shower
- ❑ monsoon
- ❑ hail

5 Which of the following comes from the sun?
- ❑ UV rays
- ❑ flash of lightning
- ❑ hurricane

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Work and jobs

Dear Sir or Madam

Application for post of IT technician

I am writing about the job **advertised** on the Jobs for All website.

I have a degree in **engineering** and I am very keen to have a **career** in IT. I have been **out of work** for 6 months but before that I worked as an IT **technician** for an **architect**.

I am hard-working and friendly and I enjoy working as part of a **team**.

I have attached a **CV** and a letter from my last **employer**. I would also be grateful if you could tell me something about the **pay** and the possibilities for **promotion**.

I look forward to hearing from you.

Yours faithfully
Jack Brown

Good to know!

Notice where you put the stress on different words:

accountant *architect* *employer* *technician*

application *organization* *career* *engineering*

advertise but advertisement

Word Finder

accountant	NOUN An **accountant** is a person whose job is to keep financial accounts.
advertise	1 VERB If you **advertise** something such as a product, event or job, you tell people about it in newspapers, on television, or on posters. 2 VERB If you **advertise** for someone to do something for you, you place an advertisement in a newspaper, on television, or on a poster, saying that you need someone to do it.
application	NOUN An **application** for something such as a job or a place at a college is a formal written request to be given it.
architect	NOUN An **architect** is a person who designs buildings.
career	NOUN Your **career** is your job or profession or the part of your life that you spend working.
CV	NOUN In British English, your **CV** is a brief written account of your personal details, your education, and jobs you have had, which you send when you are applying for a job. The American word is **résumé**.

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Word Finder

director	NOUN A **director** of a company is one of its most senior managers.
employer	NOUN Your **employer** is the organization or person that you work for.
engineering	NOUN **Engineering** is the work involved in designing and constructing machinery, electrical devices, or roads and bridges.
expert	1 NOUN An **expert** is someone who is very skilled at doing something or knows a lot about a particular subject. 2 ADJECTIVE If someone is **expert** at doing something, they are very skilled at doing it.
lawyer	NOUN A **lawyer** is a person who is qualified to advise people about the law or represent them in court.
organization	NOUN An **organization** is an official group of people, for example a business, a charity, or a club.
profession	NOUN A **profession** is a type of job that requires advanced education or training.
out of work	PHRASE Someone who is **out of work** does not have a job.
pay	NOUN **Pay** is the money you receive for doing a job.
promotion	NOUN If you are given **promotion** or **a promotion** in your job, you are given a more important job or rank in the organization that you work for.
retire	VERB When older people **retire**, they leave their job and stop working.
surgeon	NOUN A **surgeon** is a doctor who performs surgery.
team	NOUN You can refer to any group of people who work together as a **team**. **Team** can take the singular or plural form of the verb.
technician	NOUN A **technician** is someone whose job involves skilled practical work with scientific equipment, for example in a laboratory.

Exercise 1

Put the correct word in each gap.

CV | advertised | retiring | pay | out of work | applications

Rod had been [1]_____ for three months when he saw a technician's job [2]_____ in the local paper. The [3]_____ was lower than in his previous job, but the work looked interesting. Rod sent in his [4]_____, and waited.

Over a month went by before he received a letter explaining that the delay was because the company had received over 500 [5]_____. However, Rod was one of the eight people they had decided to interview. At the interview, they explained that their technician was [6]_____ after 20 years with the company, but that he would work with the new person for a month to hand over all his duties.

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Relationships

Dear Jill

♥*♥*♥*♥*♥*♥*♥*♥*♥*♥*♥*♥*♥*♥*♥*♥*♥*♥*♥

Ask Jill to help you solve life's problems!

I had my first **date** with my boyfriend a year ago and now he wants to **break up**. I am so sad.

It was our first **anniversary** last week and we had a special meal as a **celebration**. I thought he was going to ask me to marry him – I really wanted to get **engaged**. But he said he wanted to **go out with** other girls. The problem is, I think I've **fallen in love with** him.

What can I do?

Alice

Good to know!

Marry, get married or be married?

You marry someone or get married to someone. After that you are married.

She married / got married to him in December.

They've been married for six months.

Wedding or marriage?

The wedding is the ceremony and the celebration after it; the marriage is all the time you are married.

Word Finder

anniversary	NOUN An **anniversary** is a date which is remembered or celebrated because a special event happened on that date in a previous year.
break up	PHRASAL VERB If you **break up** with someone, you end a romantic relationship with them.
bride	NOUN A **bride** is a woman who is getting married or who has just got married.
celebration	NOUN A **celebration** is a special, enjoyable event that people organize because something pleasant has happened or because it is someone's birthday or anniversary.
date	NOUN A **date** is an appointment to meet someone or go out with them, especially someone with whom you are having a romantic relationship. You can also refer to the person you go out with as your **date**.
divorce	1 VERB When someone **divorces** their husband or wife, their marriage is legally ended. 2 NOUN A **divorce** is an occasion when a husband and wife divorce.
engaged	ADJECTIVE If two people are **engaged**, they have agreed to marry each other.

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Word Finder

fall in love	PHRASE If you **fall in love** with someone, you start to feel romantically attracted to them, and they are very important to you.
friendship	NOUN A **friendship** is a relationship or state of friendliness between two people who like each other.
gay	1 ADJECTIVE **Gay** people are attracted to people of the same sex. 2 NOUN **Gay** is also a noun.
go out	PHRASAL VERB If you are **going out** with someone, you are having a romantic relationship with them.
groom / bridegroom	NOUN A **groom** or **bridegroom** is a man who is getting married or who has just got married.
honeymoon	NOUN A **honeymoon** is a holiday taken by a couple who have just married.
marriage	NOUN A **marriage** is the relationship between a husband and wife, or the state of being married.
nephew	NOUN Your **nephew** is the son of your sister or brother.
niece	NOUN Your **niece** is the daughter of your sister or brother.
partner	NOUN Your **partner** is the person you are married to or are having a long-term relationship with.
single parent	NOUN A **single parent** is someone who is bringing up a child or children on their own, because the other parent is not living with them.
split up	PHRASAL VERB If two people **split up**, they end their romantic relationship.
wedding	NOUN A **wedding** is a marriage ceremony and the celebration that often takes place afterwards.

Exercise 1

Match the sentence halves.

1 A honeymoon is	**a** someone's wife/girlfriend or husband/boyfriend.
2 A partner is	**b** a woman who is getting married.
3 A groom is	**c** a formal, legally binding relationship between two people.
4 A bride is	**d** someone who raises a child alone.
5 A single parent is	**e** a man who is getting married.
6 A marriage is	**f** a holiday after a wedding.

Exercise 2

Are the highlighted words correct or incorrect in the sentences?

1 Rob's been a **single parent** ❑ since his **split up** ❑ .

2 It's our **anniversary** ❑ next week. We got **wedding** ❑ two years ago.

3 Eleanor and Chris have got **engaged** ❑ ! They're having a small **celebration** ❑ on Friday and we're invited.

4 Mark's asked me on a **date** ❑ but I don't want to **go out** ❑ with him.

5 Don't forget it's Simon and Gill's **marriage** ❑ on Sunday. Did you know they're going to Ibiza on their **honeymoon** ❑ ?

6 Too many people get a **divorce** ❑ without working on their **friendships** ❑ first, I think.

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Prefixes and suffixes

Word Finder

ability	NOUN Your **ability** is the quality or skill that you have which makes it possible for you to do something.
absolutely	ADVERB **Absolutely** means totally and completely.
achievement	NOUN An **achievement** is something which someone has succeeded in doing, especially after a lot of effort.
action	NOUN **Action** is doing something for a particular purpose.
active	ADJECTIVE An **active** person is energetic and always busy.
dislike	1 VERB If you **dislike** someone or something, you think they are unpleasant and you do not like them. 2 NOUN **Dislike** is the feeling that you do not like someone or something.
doubtful	ADJECTIVE Something that is **doubtful** seems unlikely or uncertain.
impossible	ADJECTIVE Something that is **impossible** cannot be done or cannot happen.
incorrect	ADJECTIVE Something that is **incorrect** is wrong or untrue.
membership	NOUN **Membership** is the fact or state of being a member of an organization.
naturally	ADVERB You use **naturally** to indicate that something is obvious and not surprising.
overweight	ADJECTIVE If you are **overweight** you weigh more than is normal for someone of your height.
professional	ADJECTIVE **Professional** means relating to a person's work, especially work that requires special training.
revision	NOUN When people who are studying do **revision**, they read things again and make notes in order to prepare for an examination.
rewrite	VERB If someone **rewrites** a piece of writing such as a book, a script or a law, they write it in a different way in order to improve it.
secondary	ADJECTIVE If you describe something as **secondary**, you mean that it is less important than something else.
security	NOUN **Security** refers to all the precautions that are taken to protect a place.
self-service	ADJECTIVE A **self-service** shop, restaurant or garage is one where you get things for yourself rather than being served by another person.
sociable	ADJECTIVE **Sociable** people enjoy meeting and talking to other people.
unsuitable	ADJECTIVE Someone or something that is **unsuitable** for a particular purpose or situation does not have the right qualities for it.

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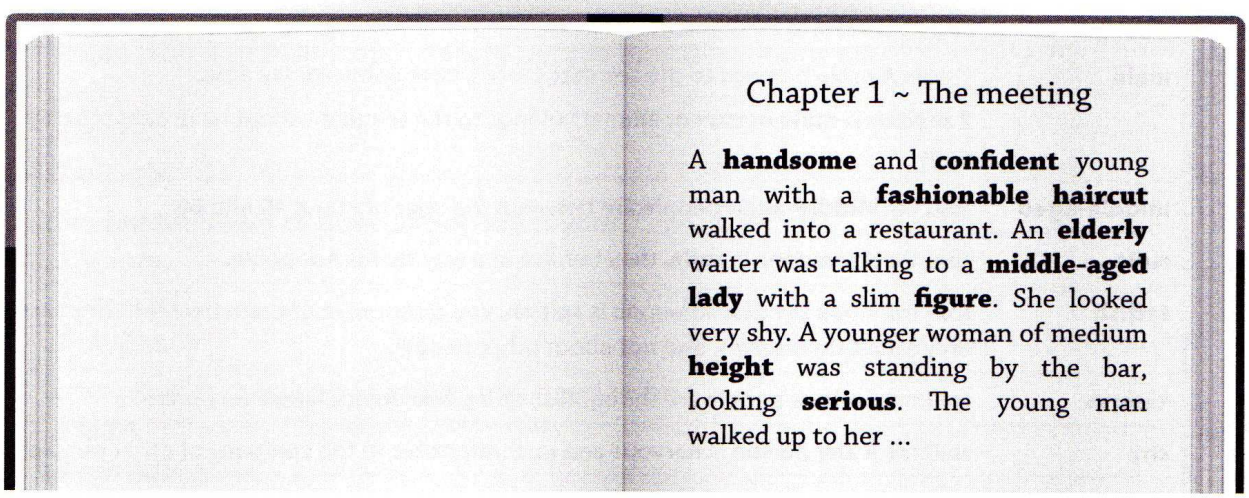
People



Chapter 1 ~ The meeting

A **handsome** and **confident** young man with a **fashionable haircut** walked into a restaurant. An **elderly** waiter was talking to a **middle-aged lady** with a slim **figure**. She looked very shy. A younger woman of medium **height** was standing by the bar, looking **serious**. The young man walked up to her ...

Good to know!

Asking about height:
What is your height?
How tall are you?

Asking about weight:
What is your weight?
How much do you weigh?

Words about people

Word Finder

beauty	NOUN **Beauty** is the state or quality of being beautiful.
behave	VERB The way that you **behave** is the way that you do and say things, and the things that you do and say.
confident	ADJECTIVE People who are **confident** feel sure of their own abilities, qualities or ideas.
elderly	1 ADJECTIVE You use **elderly** as a polite way of saying that someone is old. 2 NOUN **The elderly** are people who are old.
fashionable	ADJECTIVE Something that is **fashionable** is popular or approved of at a particular time.
female	ADJECTIVE Someone who is **female** is a woman or a girl.
figure	NOUN Your **figure** is the shape of your body.
haircut	NOUN A **haircut** is the style in which your hair has been cut.

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Word Finder

handsome	ADJECTIVE A **handsome** man has an attractive face.
height	NOUN The **height** of a person or thing is their measurement from bottom to top.
keen	ADJECTIVE If you are **keen on** doing something, you very much want to do it. If you are **keen** that something should happen, you very much want it to happen.
lady	NOUN You can use the word **lady** when you are referring to a woman, especially when you are showing politeness or respect.
male	1 NOUN A **male** belongs to the sex that cannot have babies or lay eggs. 2 ADJECTIVE A **male** person or animal belongs to the sex that cannot have babies or lay eggs.
middle-aged	ADJECTIVE **Middle-aged** people are between the ages of about 40 and 60.
rude	ADJECTIVE If someone is **rude**, they behave in a way that is not polite.
selfish	ADJECTIVE If you say that someone is **selfish**, you disapprove of them because they care only about themselves, and not about other people.
serious	ADJECTIVE **Serious** people are thoughtful, quiet, and do not laugh very often.
shy	ADJECTIVE A **shy** person is nervous and uncomfortable in the company of other people.
weak	1 ADJECTIVE If someone is **weak**, they do not have very much strength or energy. 2 ADJECTIVE If you describe someone as **weak**, you mean that they are not very confident or determined, so that they are often frightened or worried, or easily influenced by other people.
weight	NOUN The **weight** of a person or thing is how heavy they are, measured in units such as kilos or pounds.

Exercise 1

Choose the correct word.

The way that people dress has changed a lot over the centuries, and clothes that were once [1]**confident / selfish / fashionable** can seem very strange just a few years later. Similarly, someone who is the ideal [2]**weight / height / haircut** in one period may seem too thin or too fat in another. The idea of how a man should look if he is to be described as [3]**handsome / selfish / rude** can change. And even the way that people [4]**figure / behave / serious**, and how we feel about it, is different from one period to another. For example, in the nineteenth century, young girls were expected to be [5]**shy / male / keen** and not speak unless someone spoke to them. Now, though, in many countries they are expected to be much more [6]**elderly / confident / middle-aged** – no different from a boy, in fact.

10

Feelings

I'm so **confused**! I thought Danny liked me! I went to a party yesterday and he was going to be there. I felt really **nervous**. I was **disappointed** when I arrived and he wasn't there. Then he arrived with Anna! I was so **jealous**! He didn't say anything to me so I got **angry** and shouted at him. He looked really **annoyed**. I feel **stupid** now. I'm going to be really **embarrassed** when I see him tomorrow!

Word Finder

amused	ADJECTIVE If you are **amused** by something, it makes you want to laugh or smile.
angry	ADJECTIVE When you are **angry**, you feel strong emotion about something that you consider unfair, cruel or insulting.
annoyed	ADJECTIVE If you are **annoyed**, you are quite angry about something.
anxious	ADJECTIVE If you are feeling **anxious**, you are worried about something.
confident	ADJECTIVE People who are **confident** feel sure of their own abilities, qualities or ideas.
confused	ADJECTIVE If you are **confused**, you do not know what to do or you do not understand what is happening.
disappointed	ADJECTIVE If you are **disappointed**, you are sad because something has not happened or because something is not as good as you hoped it would be.
embarrassed	ADJECTIVE A person who is **embarrassed** feels shy, ashamed or guilty about something.
frightened	ADJECTIVE If you are **frightened**, you feel anxious or afraid.
jealous	ADJECTIVE If someone is **jealous**, they feel angry or bitter because they think that another person is trying to take a lover, friend or possession away from them.
nervous	ADJECTIVE If you are **nervous**, you are worried and frightened, and show this in your behaviour.
pleasant	ADJECTIVE Someone who is **pleasant** is friendly and likeable.
pleased	ADJECTIVE If you are **pleased**, you are happy about something or satisfied with it.
satisfied	ADJECTIVE If you are **satisfied** with something, you are pleased because you have got what you wanted.
serious	ADJECTIVE **Serious** people are thoughtful, quiet, and do not laugh very often.
stupid	ADJECTIVE If you say that someone or something is **stupid**, you mean that they show a lack of good judgement or intelligence and they are not at all sensible.
sure	ADJECTIVE If you are **sure** that something is true, you are certain that it is true. If you are **not sure** about something, you do not know for certain what the true situation is.
surprised	ADJECTIVE If you are **surprised** at something, you have a feeling of surprise, because it is unexpected or unusual.
terrible	ADJECTIVE **Terrible** means extremely bad.
wonderful	ADJECTIVE If you describe something or someone as **wonderful**, you think they are extremely good.

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11

Food

Jack How about having a **barbecue** this evening?

Eva No, let's not. I think it's going to rain. I don't really want to **eat out**, so I can get us a **takeaway** on the way home.

Jack No, it's OK. I'll cook. What would you like?

Eva Well, I'm on a **diet** so I don't want too much meat.

Jack I could try a new **recipe** I found. It looks **delicious** and we've got most of the **ingredients**. We can **freeze** what we don't eat.

Eva OK, that sounds great! I'm looking forward to it.

Word Finder

barbecue	1 NOUN A **barbecue** is a grill used to cook food outdoors. It is also the name of a party at which people eat food cooked on a barbecue. 2 VERB If you **barbecue** food, you cook it on a barbecue.
bean	NOUN **Beans** are the pods of a climbing plant, or the seeds that the pods contain, which are eaten as a vegetable.
beef	NOUN **Beef** is the meat of a cow, bull or ox.
cabbage	NOUN A **cabbage** is a round vegetable with green or red leaves.
carrot	NOUN **Carrots** are long, thin, orange-coloured vegetables that grow under the ground.
delicious	ADJECTIVE **Delicious** food or drink has an extremely pleasant taste.
diet	1 NOUN Your **diet** is the type and range of food that you regularly eat. 2 NOUN If you are on a **diet**, you eat only certain foods because you are trying to lose weight. 3 VERB If you **diet**, you eat only certain foods because you are trying to lose weight.
eat out	PHRASAL VERB If you **eat out**, you eat outside your home at a café or restaurant.
freeze	VERB If you **freeze** food, you put it in a freezer to make it cold and solid so it lasts longer.
flour	NOUN **Flour** is a white or brown powder that is made by grinding grain. It is used to make bread, cakes and pastry.
ingredient	NOUN **Ingredients** are the things that are used to make something, especially all the different foods you use when you are cooking a particular dish.
lamb	NOUN **Lamb** is the meat of a young sheep eaten as food.
raw	ADJECTIVE **Raw** food has not been cooked or has not been cooked enough.
recipe	NOUN A **recipe** is a list of ingredients and a set of instructions that tell you how to cook something.
saucepan	NOUN A **saucepan** is a deep metal cooking pot, usually with a long handle and a lid.
sweet	ADJECTIVE **Sweet** food or drink contains a lot of sugar.

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Word Finder		
	takeaway	NOUN In British English, a **takeaway** is a shop or restaurant which sells hot food to be eaten elsewhere. A meal that you buy there is also called a **takeaway**. The American word is **takeout**.
	taste	1 VERB If you **taste** some food or drink, you try a small amount of it in order to see what its flavour and texture is like. 2 NOUN If you have a **taste** of food or drink, you taste it.
	toast	NOUN **Toast** is slices of bread heated until they are brown and crisp.
	yogurt	NOUN **Yogurt** is a slightly sour, thick liquid made by adding bacteria to milk. A **yogurt** is a small pot of yogurt.

Exercise 1

For each question, tick the correct answer.

1 If you're hungry but don't want to cook, what should you do?
- ❑ diet
- ❑ eat out
- ❑ barbecue

2 If you want to cook something new, you can use a
- ❑ recipe.
- ❑ freeze.
- ❑ raw.

3 If you hate meat, what don't you eat?
- ❑ carrots
- ❑ beef
- ❑ cabbage

4 If you cook in the garden, you can use your
- ❑ takeaway.
- ❑ toast.
- ❑ barbecue.

5 If you need to lose some weight, what can you do?
- ❑ diet
- ❑ bean
- ❑ taste

Exercise 2

Rearrange the letters to find words. Use the definitions to help you.

1 csiiedlou _____ (an extremely pleasant taste)

2 eegrnniitsd _____ (different foods you use when you are cooking a dish)

3 balm _____ (meat from young sheep)

4 ytaakewa _____ (a restaurant which sells hot food to be eaten somewhere else)

5 ceuaspna _____ (something we use for cooking)

6 peecir _____ (instructions that tell you how to cook something)

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12

Communication

Here are some words to describe different types of communication.

Types of communication	Example	Verb
discussion	We had a long **discussion** about politics	discuss
explanation	The teacher's **explanations** are always very clear.	explain
announcement	She made an **announcement** on TV about her future tour.	announce
speech	He made a **speech** at his brother's wedding.	make a speech

There are also different verbs that you can use to describe different ways of discussing things.

Ways of discussing	Example
argue	They **argued** about football.
convince	He **convinced** them that he was right.
persuade	She **persuaded** him to give her a job.
interrupt	He **interrupted** when he had something to say.

Good to know!

In touch

If you are in touch with someone you see them, speak to them or write to them. If you continue doing this for a number of days or weeks, you keep in touch. If you get in touch, you contact them once by phone, email, etc. If you don't keep in touch you lose touch.

Word Finder

announcement	NOUN An **announcement** is a public statement which gives information about something that has happened or that will happen.
argue	VERB If you **argue** with someone, you disagree with them about something, often angrily.
blog	NOUN A **blog** is a website in which someone writes regularly about a particular subject.
comment	1 VERB If you **comment** on something, you give your opinion about it or make a statement about it. 2 NOUN A **comment** is something someone says or writes that gives their opinion about something.
contact	VERB If you **contact** someone, you telephone them or write to them.
convince	VERB If someone or something **convinces** you of something, they make you believe that it is true or that it exists.
diagram	NOUN A **diagram** is a drawing which is used to explain something.
discussion	NOUN **If there is a discussion** about something, people talk about it, often in order to **reach a decision.**

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Word Finder

explanation	NOUN If you give an **explanation**, you give reasons why something happened, or describe something in detail.
fax	1 NOUN A **fax** or a **fax machine** is a piece of equipment used to send and receive documents electronically along a telephone line and produce a paper copy. 2 VERB If you **fax** a document, you send a document from one fax machine to another.
greeting	NOUN A **greeting** is something friendly that you say or do when you meet someone.
interrupt	VERB If you **interrupt** someone who is speaking, you say or do something that causes them to stop.
mobile (phone)	NOUN A **mobile phone** or a **mobile** is a phone that you can carry with you.
pass on	PHRASAL VERB If you **pass** something **on**, you give somebody something that was given to you.
persuade	VERB If you **persuade** someone to do a particular thing, you get them to do it, usually by convincing them that it is a good idea.
point	NOUN If you say that someone has a **point**, or if you take their **point** or see their **point**, you mean that you accept that what they have said is worth considering.
sign	1 NOUN A **sign** is a movement of your arms, hands or head which is intended to have a particular meaning. 2 NOUN A **sign** is a piece of wood, metal or plastic with words or pictures on it, giving information or instructions.
speech	NOUN A **speech** is a formal talk given to an audience.
topic	NOUN A **topic** is a particular subject that you write about or discuss.

Exercise 1

Choose the correct word.

1 The class had an interesting **greeting / discussion / contact** about different ways of holding meetings.

2 The boy didn't understand how the engine worked, and asked for a more detailed **explanation / speech / topic**.

3 Kelly has her own **fax / diagram / blog**, and her friends also add posts to it.

4 You made some very interesting **points / signs / topics** in your speech.

5 That's exciting news – I'll **persuade it / contact it / pass it on** to my family.

Exercise 2

Complete the sentences by writing one word in each gap.

discussion | diagram | speech | greeting | signs | topics | touch | announcement

1 We're talking about how to recycle more – do join in the _____.

2 I haven't heard from Roy for months – I must get in _____ with him.

3 There's a good _____ in this magazine showing how bicycles are made.

4 I've been asked to make a _____ welcoming everyone to the conference.

5 There were no _____ to show the way to the car park.

6 He raised a hand in _____ but didn't say hello.

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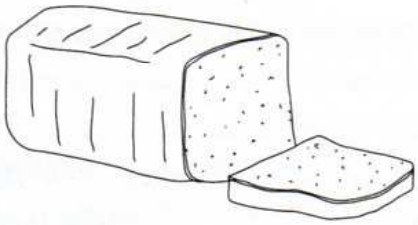
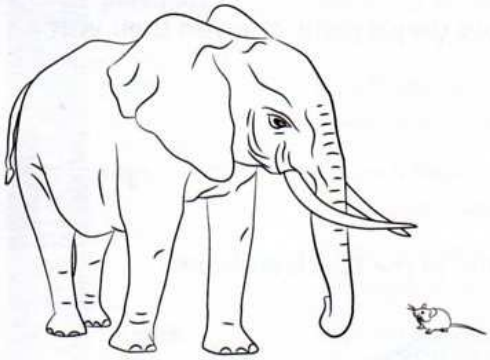
13

Describing objects

The knife is very **sharp**.

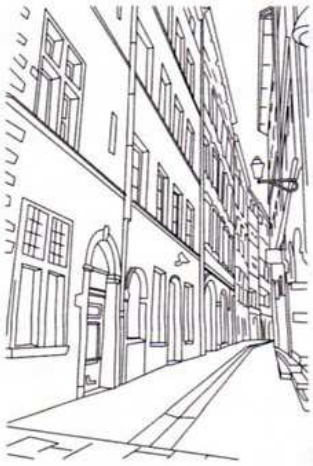


This slice of bread is quite **thick**, isn't it?



There's a **tiny** mouse next to an **enormous** elephant!

The man's chin feels very **rough**.



I live on a **narrow** street.

Word Finder

ancient	ADJECTIVE **Ancient** means very old, or having existed for a long time.
average	1 ADJECTIVE Something that is **average** is normal in quality or amount for a particular group of things or people. 2 NOUN **The average** is the normal amount or quality for a particular group of things or people.
basic	ADJECTIVE You describe something as **basic** when it has only the most important features and no luxuries.
brand new	ADJECTIVE Something that is **brand new** is extremely new.
broad	ADJECTIVE Something that is **broad** is wide.
a couple of	PHRASE **A couple of** things means a small number of things.
damaged	ADJECTIVE If something is **damaged**, it has been injured, harmed or broken.
enormous	ADJECTIVE **Enormous** means extremely large in size, amount or degree.
equal	ADJECTIVE If two things are **equal**, or if one thing **is equal to** another, they are the same in size, number or value.
flat	ADJECTIVE A **flat** object is not very tall or deep in relation to its length and width.
huge	ADJECTIVE Something that is **huge** is extremely large in size.
little/few	QUANTIFIER A **little** of something is a small amount of it. **Few** things means a small number of things.

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Word Finder		
	narrow	ADJECTIVE Something that is **narrow** measures a very small distance from one side to the other, especially compared to its length or height.
	navy blue	ADJECTIVE If something is **navy blue**, it is a very dark blue.
	old-fashioned	ADJECTIVE Something that is **old-fashioned** is no longer used, done or believed by most people, because it has been replaced by something that is more modern.
	rough	ADJECTIVE If a surface is **rough**, it is uneven and not smooth.
	shape	NOUN The **shape** of an object, a person, or an area is the form or pattern of its outline.
	sharp	ADJECTIVE A **sharp** point or edge is very small or thin and can cut through things very easily.
	thick	ADJECTIVE Something that is **thick** measures a large distance between its two opposite surfaces.
	tiny	ADJECTIVE Someone or something that is **tiny** is extremely small.

Exercise 1

Match the sentences with the pictures.

1 It's very ancient.

2 It's damaged.

3 It's enormous.

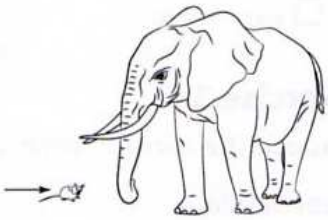
4 It's very sharp.

5 It's brand new.

6 It's very small.

a

b

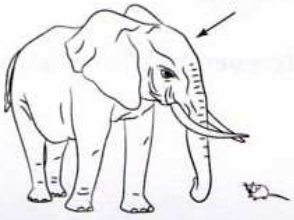


c

d

e

f



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15

House and home

Good to know!

Accommodation

This is a difficult word to spell. Remember it has two cs and two ms. It is also uncountable.

Have you got any accommodation for next year yet?

Word Finder

accommodation	NOUN **Accommodation** is used to refer to rooms or buildings where people live, stay or work.
air conditioning	NOUN **Air conditioning** is a method of providing buildings and vehicles with cool air.
architecture	NOUN **Architecture** is the art of designing and constructing buildings.
balcony	NOUN A **balcony** is a platform on the outside of a building with a wall or railing around it.
basement	NOUN The **basement** of a building is an area partly or completely below ground level, with a room or rooms in it.
block	NOUN A **block** of flats or offices is a large building containing them.
brick	NOUN **Bricks** are rectangular blocks of baked clay used for building walls.
cellar	NOUN A **cellar** is a room underneath a building.
central heating	NOUN **Central heating** is a heating system in which water or air is heated and passed round a building through pipes and radiators.
chest of drawers	NOUN A **chest of drawers** is a low, flat piece of furniture with drawers in which you keep clothes and other things.
chimney	NOUN A **chimney** is a pipe above a fireplace or furnace through which smoke can go up into the air.

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Word Finder

corridor	NOUN A **corridor** is a long passage in a building or train, with rooms on one or both sides.
cottage	NOUN A **cottage** is a small house, usually in the country.
facilities	NOUN **Facilities** are buildings, equipment or services that are provided for a particular purpose.
fence	NOUN A **fence** is a barrier made of wood or wire supported by posts.
ground / first floor	NOUN The **ground floor** of a building is the floor that is at the level of the ground. The **first floor** is the floor above this.
heater	NOUN A **heater** is a piece of equipment which is used to warm a place or to heat water.
move house	PHRASE If you **move house**, you stop living in one house and start living in a different one.
move in / move out	PHRASAL VERB You **move out** of a house when you stop living there. You then **move in** to a new one.
property	NOUN A **property** is a building and the land belonging to it.

Exercise 1

Match the two parts.

1 When are you moving into your university accommodation?
2 My apartment is on the ground floor
3 What do you keep in your basement?
4 It's getting colder now.
5 Where did you grow all these vegetables?
6 This apartment is great in summer

a I'll put the central heating on.
b On 27 September.
c On my balcony.
d because it has air conditioning.
e My old bike, which is broken.
f so I don't have to climb any stairs.

Exercise 2

Choose the correct word.

1 Jack's apartment is great because he has a **balcony / cellar** where he can sit in the sun.
2 Which **roof / floor** is Angela's apartment on?
3 Please turn on the **central heating / air conditioning**, it's getting too hot.
4 I love old houses made of red **bricks / blocks**.
5 The **architecture / property** on Hills Road is now for sale.
6 Jerry moved **house / home** last month but I don't have his new address.

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Words for clothes

Word Finder

button	NOUN **Buttons** are small, hard objects sewn on to pieces of clothing, which you use to fasten the clothing.
casual	ADJECTIVE **Casual** clothes are ones that you normally wear at home or on holiday, and not for formal occasions.
collar	NOUN The **collar** of a shirt or coat is the part which fits round the neck and is usually folded over.
dress	1 VERB When you **dress**, you put clothes on yourself. 2 NOUN A **dress** is a piece of clothing worn by a woman or girl which covers her body and extends over her legs.
fashionable	ADJECTIVE Something that is **fashionable** is popular or approved of at a particular time.
fit	VERB If something **fits** someone or if it **fits**, it is the right size and shape to go onto a person's body.
flat	ADJECTIVE **Flat** shoes are shoes with very low heels.
heel	NOUN The **heel** of a shoe is the raised part on the bottom at the back.
knickers	NOUN **Knickers** are a piece of underwear worn by women and girls which have holes for the legs and elastic around the top.
pants	NOUN In British English, **pants** are a piece of underwear with two holes to put your legs through and elastic around the top. The usual American word is **underpants**.
pullover	NOUN A **pullover** is a woollen piece of clothing that covers the upper part of your body and your arms.
sandal	NOUN **Sandals** are light shoes that have straps instead of a solid part over the top of your foot.
sleeve	NOUN The **sleeves** of a coat, shirt or other item of clothing are the parts that cover your arms.
smart	ADJECTIVE **Smart** people and things are pleasantly neat and clean in appearance.
tight	ADJECTIVE **Tight** clothes or shoes fit very closely.
top	NOUN A **top** is an item of clothing which you wear on the upper part of your body.
tracksuit	NOUN A **tracksuit** is a loose, warm suit consisting of trousers and a top, worn mainly when exercising.
underwear	NOUN **Underwear** is clothing which you wear next to your skin under your other clothes, such as a bra, a vest and underpants.
undress	VERB When you **undress**, you take off your clothes. If you **undress** someone, you take off their clothes.

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Word Finder

Accident and Emergency	NOUN **Accident and Emergency** is the room or department in a hospital where people who have severe injuries or sudden illness are taken for emergency treatment. The abbreviation A & E is also used.
baker's	NOUN A **baker's** is a shop that sells bread and cakes.
barber shop / barber's	NOUN A **barber shop** or **barber's** is a shop where men can have their hair cut.
bowling alley	NOUN A **bowling alley** is a building which contains several tracks for bowling (= the game of rolling a heavy ball down a narrow track to try to knock down a group of wooden objects).
community centre	NOUN A **community centre** is a place where the people, groups and organizations in a particular area can go and meet one another and do things.
convenience store	NOUN A **convenience store** is a shop which sells mainly food and which is usually open until late at night.
department store	NOUN A **department store** is a large shop which sells many different kinds of goods.
fire station	NOUN A **fire station** is a building where fire engines are kept, and where firefighters wait until they are called to put out a fire.
greengrocer	NOUN A **greengrocer** or a **greengrocer's** is a shop where fruit and vegetables are sold.
gym	NOUN A **gym** is a place where people can use special equipment for doing exercise.
market square	NOUN A **market square** is an open area in a town where people come to sell things.
newspaper kiosk	NOUN A **newspaper kiosk** is a small shop that sells newspapers and other things.
outdoor / indoor pool	NOUN An **outdoor pool** is a swimming pool that is outside. An **indoor pool** is a swimming pool located inside a building.
pavement	NOUN A **pavement** is a path with a hard surface by the side of a road.
petrol station	NOUN A petrol station is a garage by the side of the road where petrol is sold and put into vehicles.
police station	NOUN A police station is the local office of a police force in a particular area.
skateboard park	NOUN A **skateboard park** is a place where people go to practise skateboarding.
skyscraper	NOUN A **skyscraper** is a very tall building in a city.
town hall	NOUN The **town hall** in a town is a large building owned and used by the town council, often as its headquarters.

Exercise 1

Match the questions to the answers.

1 Where did you leave your car?
2 Where did you get this lovely bread?
3 Where do you swim in the summer?
4 Did you buy this jacket in town?
5 Where did John get his hair cut?
6 Where did you get these tomatoes?

a From the greengrocer's.
b At the barber shop.
c In the outdoor pool.
d At the baker's in the high street.
e In the underground car park.
f Yes, in the department store.

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Services

Read about the local services in Milltown.

Milltown Local information	
Police station and Fire station	Enquiries 0900–1700. Call 999 in an emergency.
Milltown Hospital **Accident & Emergency Department**	Open 24 hours.
Public Library	To borrow books you need to register and get a library card.
Flatwise **Accommodation Agency**	**Opening hours** 0900–1700. We can help you find the perfect house for you to buy or rent.
Milltown **Arts Centre**	You can buy film and theatre tickets at the **box office**.
Rightjob **Employment Agency**	If you are looking for a job, we can help you.
Public transport	For train and bus information go to www.milltowntransport.com
Tourist information office	We can help you plan your holiday in Milltown. Free town maps available.
Post office	Our **post office counters** open every day (Monday–Saturday), from 0900–1700.

Word Finder

Accident and Emergency department	The **Accident and Emergency department** is the department in a hospital where people who have severe injuries or sudden illness are taken for emergency treatment. The abbreviation A & E is also used.
accommodation agency	NOUN An **accommodation agency** is a place where people can go if they need to find somewhere to live.
arts centre	NOUN An **arts centre** is a place where arts events such as films, plays and exhibitions take place.
box office	NOUN The **box office** in a theatre or cinema is the place where the tickets are sold.
cash machine	NOUN A **cash machine** is a machine into which you put a bank card to get money from your bank account.
credit card	NOUN A **credit card** is a plastic card that you use to buy goods that you will pay for later.
employment agency	NOUN An **employment agency** is a company whose business is to help people to find work and help employers to find the workers they need.
opening hours	NOUN **Opening hours** are the times during which a shop, bank, library or bar is open for business.

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Word Finder

petrol station	NOUN A **petrol station** is a garage by the side of the road where petrol can be bought and put into vehicles.
pharmacy	NOUN A **pharmacy** is a place where medicines are sold or given out.
post office counter	NOUN A **post office counter** is the place in a post office where you go to buy stamps, post letters, or ask for information.
primary school	NOUN A **primary school** is a school for children between the ages of 5 and 11.
public library	NOUN A **public library** is a place where everyone can go to borrow books.
public transport	NOUN **Public transport** consists of buses, trains or trams in an area that all people can use.
reservation	NOUN If you make a **reservation**, you arrange for something such as a table in a restaurant or a room in a hotel to be kept for you.
secondary school	NOUN A **secondary school** is a school for pupils between the ages of 11 or 12 and 17 or 18.
self-service	ADJECTIVE A **self-service** shop, restaurant or garage is one where you get things for yourself rather than being served by another person.
specialist	NOUN A **specialist** is a person who has a particular skill or knows a lot about a particular subject.
state education	NOUN **State education** is education that is provided by the government.
tourist information office	NOUN A **tourist information office** is a place where people can go to find out about places to see and activities to do in the local area.
underground car park	NOUN An **underground car park** is an area built below ground level where people can leave their cars.

Exercise 1

Find one phrase in each list that does not belong.

1 Public services
lending library
transport system
employment agency
accommodation agency
Accident and Emergency department
state education
department store

2 Places
secondary school
arts centre
cash machine
petrol station
box office
primary school
tourist information office

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Giving and lending

Here are some useful ways of talking about giving.

Phrasal verbs	Example
give away	I **gave away** my computer games when I stopped playing them.
give back	I'll **give you back** your homework next week.
give out	She **gave out** some posters about the concert.
hand over	He **handed over** the money he found to the police.
hand out	We **handed out** sweets to the children at the festival.
pass on	'There's no football training today. Can you **pass on** the message to everyone in the team?

Borrow and **lend**

If you borrow something, you keep it for a limited time. The person who gives it to you **lends** it to you.

*Can I **borrow** your new game?*
*He **lent** me his bike.*

You can also **let someone borrow** or **let someone use** something.

*My best friend **let me borrow** her dress for the party.*
*I **let Bill use** my laptop because his was broken.*

Word Finder

award	VERB If you are **awarded** something, you get a prize or certificate for doing something well.
contribute	VERB If you **contribute** to something, you say or do something to help make it successful.
deliver	VERB If you **deliver** something somewhere, you take it there.
give a lift	PHRASE If you **give** someone **a lift**, you take them somewhere in your car.
give away	PHRASAL VERB If you **give** something **away**, you give it to another person because you do not want it.
give back	PHRASAL VERB If you **give** something **back**, you give someone something that you borrowed or took from them.
give out	PHRASAL VERB If you **give** something **out**, you give it to lots of different people.
hand	VERB If you **hand** someone something, you give them something you have in your hand.
hand out	PHRASAL VERB If you **hand** something **out**, you give it out to lots of different people.
lend	1 VERB When people or organizations such as banks **lend** you money, they give it to you and you agree to pay it back at a future date, often with an extra amount as interest. 2 VERB If you **lend** something that you own, you allow someone to have or to use it for a period of time.

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Word Finder

let someone borrow	PHRASE If you **let** someone **borrow** something, you allow them to have or use it for a period of time.
let someone use	PHRASE If you **let** someone **use** something, you allow them to use it.
loan	1 NOUN A **loan** is a sum of money that you borrow. 2 VERB If someone **loans** something to you, they lend it to you.
negotiate a loan	PHRASE If you **negotiate a loan**, you arrange to borrow a sum of money from a person or an organization such as a bank.
offer	1 VERB If you **offer** something to someone, you ask them if they would like to have it or to use it. 2 VERB If you **offer** to do something, you say that you are willing to do it.
pass	VERB If you **pass** an object to someone, you pick it up and give it to them. If you **pass** a ball to someone, you hit, kick or throw it to them.
pass on	PHRASAL VERB If you **pass something on** to someone, you give someone something that was given to you. You can also pass on information or a message.
present	VERB If you **present** someone with a prize or with information, or if you present it to them, you formally give it to them.
supply	1 VERB If you **supply** someone with something, you provide them with it. 2 NOUN **Supply** is the quantity of goods and services that can be made available for people to buy.

Exercise 1

Put the correct word in each gap.

hand | let | lift | loan | gives | pass

Mum: So, do you think Sam will [1]_____ his driving test?

Dad: I certainly hope so. I'm a bit fed up with giving him a [2]_____ to school and to football club most days.

Mum: But you know what the next thing will be? He'll want us to [3]_____ him use our cars.

Dad: No way. I'm absolutely not going to [4]_____ my car over to him – what if he scrapes it?

Mum: Honestly, Chris! Well, he can borrow mine. Just as long as he [5]_____ it back to me when I need it.

Dad: That's a bit impractical, isn't it? I think perhaps the best thing to do is to get him an old car to drive around in. We could [6]_____ him the money he needs.

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Words that are used together (collocations)

Collocations are groups of words that are often used together. Here are some collocations you can make using the verbs **make** and **take**:

make	a difference	The new shopping centre will really **make a difference** to the town.
	an effort	I'm going to **make an effort** to do well at school this year.
	money	He **made a lot of money** selling his paintings.
	plans	She has **made plans** for her holiday.
take	a break	He **took a break** from his homework and watched TV.
	an exam	I'm **taking an important exam** today.
	a holiday	You look tired. You should **take a holiday**.
	a photograph	I like **taking photographs** of people.
	notes	Remember to **take notes** during the lessons.

Good to know!

save and waste.
You can use these verbs with time and money
He got a taxi home to save time.
She walked home to save money.
He wasted time doing the wrong homework.

Word Finder

do your best	PHRASE If you **do** your **best**, you try as hard as you can or do something as well as you can.
do someone a favour	PHRASE If you **do** someone **a favour**, you do something for them to help them.
join a club	PHRASE If you **join a club**, you become a member of the club.
make a difference	PHRASE If something or someone **makes a difference**, they change a situation.
make an effort	PHRASE If you **make an effort** to do something, you try hard to do it.
make money	PHRASE If you **make money**, you earn it by doing a job or selling something.
make plans	PHRASE If you **make plans**, you decide what you are going to do in the future.
pay a bill	PHRASE If you **pay a bill**, you give money that you owe for something.

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Word Finder

pay attention	PHRASE If you **pay attention** to something, you listen to or watch something very carefully.
save money	PHRASE If you **save money**, you spend less money doing something, especially so you can keep money for a later time.
save time	PHRASE If you **save time**, you use less time doing something.
take a break	PHRASE If you **take a break**, you have a short rest from work or study.
take a holiday	PHRASE If you **take a holiday**, you have a holiday.
take a photograph	PHRASE If you **take a photograph**, you make a photograph with a camera.
take action	PHRASE If you **take action**, you do something to achieve a particular purpose.
take an exam	PHRASE If you **take an exam**, you try to pass it.
take notes	PHRASE If you **take notes**, you write things that you read or hear to help you remember them.
tell the time	PHRASE If you can **tell the time**, you can say what time it is when you look at a watch or clock. If you **tell** someone **the time**, you tell them what time it is.
tell the truth	PHRASE If you **tell the truth**, you say the real facts about something.
visit a website	PHRASE If you **visit a website**, you use the Internet to go to a website.
waste time	PHRASE If you **waste time**, you spend time doing things that are not useful.

Exercise 1

Match the sentence halves.

1 If you want to succeed in your exams, you'll have to make
2 When you're listening to a talk, it's useful to take
3 If you want to meet new people, you should join
4 If you're tired of work, you should take
5 John has set up a business and he's already making
6 My boss told me what to do, but I wasn't paying

a a short holiday.
b a lot of money.
c a club of some kind.
d some notes.
e an effort and study harder.
f attention.

Exercise 2

Choose the correct word.

1 'd you possibly **do / let / make** me a favour?
2 efused to **talk / tell / give** the truth about what happened.
3 Kay apologized, but it didn't **do / take / make** any difference – Sandra was still cross.
4 If you **visit / look / go** that website, you'll find some interesting ideas.
5 I need to **give / make / get** a bit more effort with my studies.
6 We **paid / gave / spent** the bill and left the restaurant.

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Words and phrases for linking ideas

In this unit you will learn some words and phrases that can help you link your ideas. These words and phrases are often called discourse markers. You can use them to:

- contrast ideas or opinions

  Although *he had a lot of money, he* ***still*** *wasn't happy.*
  We had a good holiday ***despite*** */* ***in spite of*** *the weather.*
  He's not very good at maths. ***On the other hand****, his English is excellent.*
  John always worked hard ***while*** *Harry spent all his time playing computer games.*

- show the result of something

  He spent all his money. ***As a result*** */* ***Therefore****, he had to walk home.*

- express conditions of a situation

  Have you got your car? ***If so****, can you give me a lift home?*
  We'd better leave now. ***If not****, we'll miss the last bus.*

- add information or give examples

  The rooms in the hotel were very comfortable. ***In addition****, they had free wi-fi.*
  He's not very organized. ***For example*** */* ***For instance****, he always loses important letters.*
  Many people, ***including*** *me, were unhappy with the hotel.*

- add emphasis

  He's very old. ***In fact****, he'll be 90 next year.*
  It was a great film. I liked the ending ***in particular*** */* ***particularly****.*

- organize a longer piece of writing or a speech

  To start with*, I'd like to talk about our hotel in Australia.*
  Lastly*, I'm going to talk about the food.*
  To sum up*, it was a fantastic holiday.*

Word Finder

although / though	CONJUNCTION You use **although** or **though** to introduce a statement which contrasts with something else that you are saying.
as a result	PHRASE If something happens **as a result** of a particular thing, it happens because of that thing.
for example / for instance	PHRASE You use **for example** or **for instance** before or after you give an example of something.
if so / not	PHRASE You use **if so** when you are saying what will happen if a thing that has been mentioned is true. You use **if not** when you are saying what will happen if a thing that has been mentioned is not true.
in addition	PHRASE You use **in addition** to mention another item connected with the subject you are discussing.

Word Finder

in comparison	PHRASE You use **in comparison** when you are going to discuss the differences or similarities between something you have mentioned and something else.
in fact	PHRASE You use **in fact** to indicate that you are giving more detailed information about what you have just said.
in particular	PHRASE You use **in particular** to indicate that what you are saying applies especially to one thing or person.
in spite of / despite this	PHRASE You say **in spite of this** or **despite this** to refer to something you have mentioned that makes what you are going to say next seem surprising.
including	PREPOSITION You use **including** to introduce examples of people or things that are part of the group of people or things that you are talking about.
lastly	ADVERB You use **lastly** when you want to make a final point that is connected with the ones you have already mentioned.
on the other hand	PHRASE You use **on the other hand** when you want to compare opinions.
particularly	ADVERB You use **particularly** to indicate that what you are saying applies especially to one thing or situation.
similarly	ADVERB You use **similarly** to say that there is a correspondence or similarity between the way two things happen or are done.
still	ADVERB You use **still** to emphasize that something remains the case or is true.
that is	PHRASE You use **that is** when you are going to explain what you have just said more clearly or exactly.
therefore	ADVERB You use **therefore** to introduce a logical result or conclusion.
to start with	PHRASE You use **to start with** to introduce the first part of what you are going to say.
to sum up	PHRASE You use **to sum up** if you want to make a summary of what you have said.
while	CONJUNCTION You use **while** in a clause to say that although something is the case, it does not affect the truth of the other part of the sentence.

Exercise 1

Choose the correct word or phrase.

This is a report on the work experience of Francis White, looking [1]**in particular / in addition** at his ability to work as a member of a team. [2]**To start with / As a result**, Francis is good at getting to know people: he [3]**despite this / therefore** quickly became friends with the rest of his team.

[4]**On the other hand / In fact**, his poor computer skills sometimes prevented his team from working quickly enough. [5]**For example / Similarly**, his bad spelling often caused some problems.

[6]**To sum up / Lastly**, Francis is a pleasant person to work with, but he needs to improve some of his skills.

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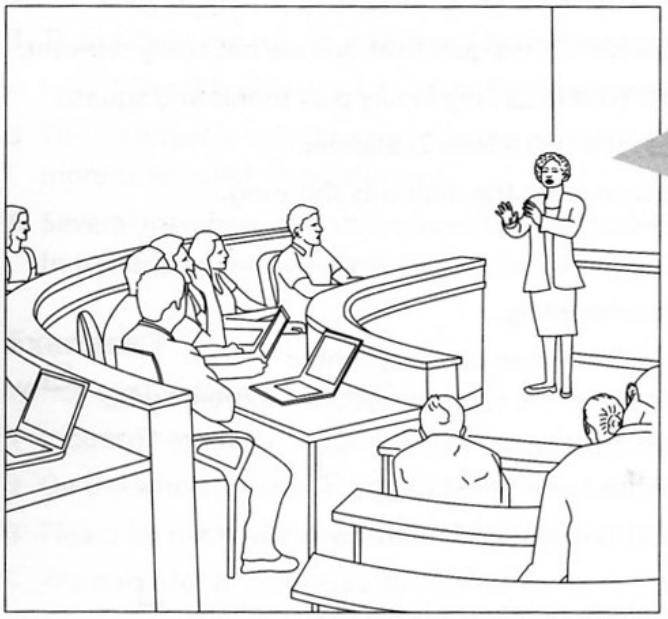
Education



Welcome to Brickford College. I have some important things to tell you before you start your course. First of all, you must **attend lectures** every day. You will have to write an **essay** every week and we have special classes to **show** you how to write them. You must **hand in** these essays every Friday. You will get a **grade** between A and E for each essay.

You are all going to **take** three subjects. At the end of the year you will have an exam in each subject, and if your **results** are good enough you will be able to start studying for a **degree** next year. So, you will need to **revise** well for these exams.

Good luck!

Word Finder

attend	1 VERB If you **attend** a meeting or other event, you are at it. 2 VERB If you **attend** an institution such as a school or church, you go to it regularly.
composition	NOUN A **composition** is a piece of written work, especially one that children write at school.
degree	NOUN A **degree** is a university qualification gained after completing a course of study there.
economics	NOUN **Economics** is the study of the way in which money, industry and trade are organized in a society.
education	NOUN **Education** means learning and teaching.
essay	NOUN An **essay** is a piece of writing on a particular subject.
grade	NOUN Your **grade** in an examination is the mark that you get.
hand in	PHRASAL VERB If you **hand in** work, you give work that you have completed to someone, for example your teacher.
law	1 NOUN **Law** or **the law** is a system of rules and punishments in society that concern crime, business agreements, and social relationships. 2 NOUN **Law** consists of the professions that advise people about the law, represent people in court, or make legal decisions. **Law** is also the study of systems of law and how laws work.
lecture	NOUN A **lecture** is a talk that someone gives in order to teach people about a particular subject, usually at a university.
medicine	NOUN **Medicine** is the treatment of illness and injuries by doctors and nurses. **Medicine** is also the study of illnesses and their treatment.

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Word Finder

primary	ADJECTIVE In Britain, **primary** education is given to pupils between the ages of 5 and 11. The American equivalent is **elementary** education.
professor	NOUN A **professor** in a British university is the most senior teacher in a department.
result	NOUN Your **results** are the marks or grades that you get for examinations.
revise	VERB When you **revise** for an examination, you read things again in order to learn them thoroughly.
secondary	ADJECTIVE In Britain, **secondary** education is given to pupils between the ages of 11 and 18.
show	VERB If you **show** someone how to do something, you do it yourself so that they can watch and learn how to do it.
take	VERB If you **take** a subject or course at school or university, you choose to study it.
train	VERB If you **train** to do something, or if someone trains you to do it, they teach you the skills that you need in order to do it.

Exercise 1

Match the sentence halves.

1 At school I was good at two subjects, French and Italian, so I	**a** took them both at university.
2 I was a good student and my essays were always	**b** grade of A, which was a great result.
3 I studied really hard and attended	**c** handed in on time.
4 When it was time for exams, I	**d** revised for weeks before.
5 After three years, I received an average	**e** all my lectures, every week.

Exercise 2

Choose the correct word.

Dear Mum

How are you? How are things at home?

Well, it's Saturday and I've done one week at university. I'm so pleased I decided to do a [1]**degree / law** instead of doing that job at the hospital. I attended my first [2]**essay / lecture** on Wednesday and it was really good. The [3]**professor / education** was friendly and what she said was interesting. She's asked us to [4]**hand / write** in our first essay by the end of next week! I didn't know how to use the computer in the library but someone [5]**trained / showed** me what to do, and I'm going to start writing it now. I hope I'll get a good [6]**result / grade** for it from the professor.

Lots of love

Jenny xx

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Examples of metaphorical language

Word Finder

be in the dark	PHRASE If you are **in the dark**, you do not know what is happening, perhaps because you are not given enough information.
be kept in the picture	PHRASE If you are **kept in the picture**, you are given enough information to know what is happening.
be up to my ears / eyes in work	PHRASE If you are **up to your ears** or **up to your eyes** in work, you have a very large amount of work to do.
blanket	NOUN If there is a **blanket** of snow on a place or area, the place or area is covered by snow.
bright	ADJECTIVE If the future is **bright**, it is likely to be pleasant and successful.
cold	ADJECTIVE A **cold** person does not show much emotion or affection and therefore seems unfriendly.
drown	VERB If you are **drowning** in work, you have a very large amount of work to do and are finding it difficult to cope.
falling	VERB If numbers are **falling**, they are getting smaller.
father	NOUN The **father** of something is the man who invented or started it.
fly past	PHRASE If you say that someone **flies past**, you mean that they move past you extremely quickly.
give someone a hand	PHRASE If you **give** someone **a hand**, you help them.
green	ADJECTIVE **Green** means issues related to the protection of the environment.
head	NOUN The **head** of an organization, school or department is the person in charge of it.
high	ADVERB **High** means great in amount, degree or intensity.
keep an eye on	PHRASE If you **keep an eye on** someone or something, you watch them carefully, for example to make sure that they are satisfactory or safe.
lost	ADJECTIVE If you feel **lost**, you feel uncomfortable because you are in an unfamiliar situation or you don't understand something.
stormy	ADJECTIVE A **stormy** situation involves a lot of angry argument or criticism.
uncover	VERB If you **uncover** something secret, you find out about it.
visit	VERB If you **visit** a website, you go to a website on the Internet.
weight	NOUN If you feel a **weight** on you, you have a worrying problem or responsibility.

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News and current affairs

My job

Sally Parker talks about her job as a journalist

All the **reporters** meet at the beginning of each day to decide which **articles** they are going to write. I usually write about **politics** and the **environment**. People think that **journalists** often **invent** things, but at this **newspaper** we make sure we check out facts. We usually decide what the **headline** is going to be at the end of the day when we know what the most important **story** is.

I really enjoy my job. I'd like to work on TV on a **news channel** in the future. I think the idea of doing **live** TV is really exciting.

Good to know!

Many names of jobs are formed by adding -er to a verb. For example, a reporter is someone who reports.

Other examples are:

publish > publisher *review > reviewer* *present > presenter*
photograph > photographer *teach > teacher* *train > trainer.*

Word Finder

article	NOUN An **article** is a piece of writing in a newspaper or magazine.
employment	NOUN If you are in **employment**, you have a paid job.
environment	NOUN The **environment** is the natural world of land, sea, air, plants and animals.
headline	1 NOUN A **headline** is the title of a newspaper story, printed in large letters at the top of it. 2 NOUN The **headlines** are the main points of a radio or television news broadcast.
invent	VERB If you **invent** a story or excuse, you try to persuade people that it is true when it is not.
invention	NOUN If you refer to someone's account of something as an **invention**, you mean that it is not true and that they have made it up.

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Word Finder

journalist	NOUN A **journalist** is a person whose job is to collect news, and write about it in newspapers or magazines or talk about it on television or radio.
live	ADJECTIVE A **live** television or radio programme is one in which an event is broadcast at the time that it happens.
news channel	NOUN A **news channel** is a TV station that shows news for most or all of the time.
newsagent	NOUN In Britain, a **newsagent** or a **newsagent's** is a shop where newspapers, sweets, soft drinks and stationery are sold.
newspaper	NOUN A **newspaper** is a publication consisting of large sheets of folded paper, on which news is printed.
photographer	NOUN A **photographer** is someone who takes photographs, especially as their job.
politician	NOUN A **politician** is a person whose job is in politics, especially a member of parliament.
politics	NOUN **Politics** is the actions or activities which people use to achieve power in a country or organization. Politics can take the singular or plural form of the verb.
presenter	NOUN A radio or television **presenter** is a person who introduces the items in a particular programme.
publisher	NOUN A **publisher** is a person or company that publishes books, newspapers or magazines.
reporter	NOUN A **reporter** is someone who writes articles for newspapers or who reports on the television or radio about what is happening in the news.
review	NOUN A **review** is an article, or television or radio report in which a critic gives his or her opinion of something such as a film, play, book or restaurant.
story	NOUN A **news story** is a piece of news in a newspaper or in a news broadcast.
topic	NOUN A **topic** is a particular subject that you write about or discuss.

Exercise 1

Match the sentence halves.

1 A photographer is someone who	**a** sells newspapers and magazines.
2 A newsagent is someone who	**b** introduces a television or radio show.
3 A presenter is someone who	**c** produces books, newspapers and magazines.
4 A journalist is someone who	**d** takes pictures with a camera.
5 A reporter is someone who	**e** finds out about news stories and talks about them on TV or radio.
6 A publisher is someone who	**f** finds out about news stories and writes about them.

Exercise 2

Choose the correct word or words.

1 Someone who writes for a magazine is a **journalist / reporter**.

2 Someone who interviews people for a television news programme is a **publisher / reporter**.

3 Someone who works in politics is a **publisher / politician**.

4 A news story in a newspaper is called **an article / a topic**.

5 Someone who takes pictures for newspapers and magazines is a **photographer / newsagent**.

6 An article in a newspaper which tells you about a new film is a **story / review**.

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Information technology

Read the notice about the computer room.

NOTICE

Things to remember when using the computer room

Just press the **button** on the front of the computer to **switch it on**. When you first use the computer you will need to enter your **password**. You have your own **folders** to store all your **documents** so they are easy to **access**. Remember to **switch off** when you have finished using it.

You can use the computer to **search** for information on the Internet, but you cannot **download** or **install** any software because it may contain **viruses**. You are allowed to **attach** files to emails.

Word Finder

access	1 VERB If you **access** information, you are able to see or get it. 2 NOUN If you have **access** to information, you are able to see or get it.
attach	VERB If you **attach** a file to a message that you send to someone, you send it with the message as a separate document.
button	NOUN A **button** is a small object that you press in order to operate something.
CD-ROM	NOUN A **CD-ROM** is a disc which can be read by a computer, and on which a large amount of data is stored.
delete	VERB If you **delete** something that has been written down or stored on a computer, you cross it out or remove it.
display	NOUN The **display** shows the information and images that appear on the screen on a computer.
document	NOUN A **document** is a file on a computer that you can write in and save.
dot	NOUN A **dot** is a very small, round mark. Dots are used in email and web addresses. For example, you say 'abc dot com' (= abc.com).
download	VERB To **download** data means to transfer it to or from a computer using a telephone line, a radio link or a computer network.
drag and drop	PHRASE If you **drag and drop** a piece of text or an image, you use a mouse to move it from one place on a computer screen to another.
electronic	ADJECTIVE An **electronic** device has transistors, silicon chips or valves which control and change the electric current passing through it.
enter	VERB When you **enter** information into a computer or written record, you write or type it in.
folder	NOUN A **folder** is a group of files that are stored together on a computer.
hand-held	ADJECTIVE A **hand-held** device such as a camera or a computer is small and light enough to be used while you are holding it.

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Word Finder

hardware	NOUN Computer **hardware** is computer equipment as opposed to the programs that are written for it. Printers and monitors are **hardware**.
install	VERB If you **install** a piece of software, you put it onto a computer and make it ready to be used.
password	NOUN A **password** is a secret word or phrase that enables you to enter a place or use a computer system.
search	VERB If you **search** for information on a computer, you give the computer an instruction to find that information.
switch on / switch off	PHRASAL VERB If you **switch on** a machine, e.g. by pressing a button, you make it start working. If you **switch** it **off**, you make it stop working.
virus	NOUN A computer **virus** is a program that introduces itself into a system, altering or destroying the information stored there.

Exercise 1

Match the sentence halves.

1 I can't seem to access
2 I've downloaded
3 Don't forget to attach
4 Oh no! I've deleted
5 Please enter
6 Click here to install

a a really important text message.
b and run the program.
c the Internet at the moment.
d your full name and address.
e the document when you email me.
f this amazing song by the Black Eyed Peas.

Exercise 2

Choose the correct word or words.

1 I can't access the site because I've forgotten my **name / password**.
2 Please remember to switch **on / off** the computers when you leave for the day.
3 **A hand-held / An electronic** device is like a minicomputer.
4 The complete dictionary is available on **CD-ROM / hardware**.
5 Drag the document you want from the desktop and drop it into the **display / folder**.
6 It looks like you've **downloaded / uploaded** a virus by mistake.

Exercise 3

Find the wrong or extra word in each sentence.

1 Drag on the file to the folder you want – see? Easy.
2 I must be the only person in the world who doesn't download the music from the Internet!
3 OK, so I click out here to install the program – is that right?
4 Do you want to borrow me this CD-ROM? It's really useful.
5 Remind me how do you switch this machine on – I can never remember!
6 I'm sure I attached to the document – are you sure you didn't get it?

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Health and medicine

Diana Hi Sandra, how are you?

Sandra I'm feeling a bit **ill**. I've got a **high temperature** – I think it might be **flu**.

Diana I'm just here for a **check-up**. The doctor will probably tell me to rest and then when I'm better to take **regular exercise** and make sure I have a healthy **diet**. How's your dad?

Sandra He had his **operation** last week and he's still in quite a lot of **pain**. He's taking some new **tablets** and they're really helping.

Diana Oh, I hope he gets better soon.

Word Finder

cancer	NOUN **Cancer** is a serious illness in which abnormal body cells increase, producing lumps or growths.
check-up	NOUN If a doctor or dentist gives you a **check-up**, they examine you to make sure the is nothing wrong.
die	VERB When people, animals or plants **die**, they stop living.
diet	NOUN Your **diet** is the type and range of food that you regularly eat.
drugs	NOUN **Drugs** are medicines or tablets doctors give you to help you get better if you are ill.
fever	NOUN If you have a **fever**, your body temperature is higher than usual because you are ill.
flu	NOUN **Flu** is an illness caused by a virus. The symptoms are like those of a bad cold, b more serious.
heart attack	NOUN If someone has a **heart attack**, their heart begins to beat very irregularly or stops completely.
high temperature	NOUN If you have a **high temperature**, your body heat is higher than it should be.
ill	ADJECTIVE If you are **ill**, you are suffering from a disease or health problem.
infection	NOUN An **infection** is a disease caused by germs.
injured	1 ADJECTIVE An **injured** person has physical damage to part of their body, usually as a result of an accident or attack. 2 NOUN **The injured** are people who are injured.
operation	NOUN If a patient has an **operation**, a surgeon cuts open their body in order to remove, replace or repair a diseased or damaged part.
pain	NOUN If you feel **pain**, or if you are in **pain**, you feel great discomfort in a part of your body, because of illness or an injury.
patient	NOUN A **patient** is a person who is receiving treatment from a doctor or who is registered with a doctor.

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Word Finder		
	pharmacy	NOUN A **pharmacy** is a place where medicines are sold or given out.
	regular exercise	NOUN If you have **regular exercise**, you often do things like running, walking, swimming, or going to the gym.
	stomach ache	NOUN If you have a **stomach ache**, you have a pain in your stomach.
	tablet	NOUN A **tablet** is a small, solid, round mass of medicine which you swallow.
	x-ray	1 NOUN An **X-ray** is a type of radiation that can pass through most solid materials. 2 **X-rays** are used by doctors to examine the bones or organs inside your body, and at airports to see inside people's luggage.

Exercise 1

Choose the correct word or words.

1 If you aren't feeling very well, it's a good idea to go to your doctor's for **an operation / a check-up / a pharmacy**.

2 If you take regular **exercise / X-rays / tablets**, you're likely to stay healthy for longer.

3 It's a good idea to wash and cover a cut, otherwise you might get **fever / cancer / an infection**.

4 An ambulance crew will attend the marathon in case any of the runners get **injured / pain / heart attack**.

5 A high **temperature / infection / flu** is one of the symptoms of meningitis.

Exercise 2

Find the words or phrases that do not belong.

1 Illnesses	flu	cancer	pain
2 Symptoms	stomach ache	tablet	high temperature
3 Treatment	patient	drug	X-ray
4 Healthy lifestyle	die	regular exercise	diet
5 Life-threatening	heart attack	cancer	flu

Exercise 3

Which sentences are correct?

1 I went to the hospital for an X-ray, and was surprised when a nurse offered me a cancer. ❑

2 It's good for your health to take regular fever and exercise. ❑

3 The patient had an awful stomach ache and asked the nurse for a tablet to reduce the pain. ❑

4 My father had a heart attack when he was quite old and he thought he was going to die, but luckily he recovered very quickly. ❑

5 I can't stop sneezing – I think I've caught a diet from someone at work. ❑

6 My mother had an infection, and the doctor advised her to get some drugs from the pharmacy to lower her temperature. ❑

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Phrases with *do*, *have* and *make*

Phrases with *make*

Here are some useful phrases with the verb **make**:

Verb	Phrase	Example
make	make a decision	It's going to be difficult to **make a decision** because there are so many choices!
	make an excuse	I don't like concerts so I **made an excuse** and didn't go.
	make a difference	I've studied really hard for my exams. I hope it **makes a difference** to my grade.
	make-up	I really like that **make-up** you're wearing. You look really pretty!

Bill Hi John. I'm sorry but I won't be able to **make it** to your party tonight.

John That's a shame. I thought you could **make friends** with some of my college mates ...

Bill I know, but I've **made plans** to do other things.

Phrases with *do* and *make*

Verb	Phrase	Example
have	have a break	I'm going on holiday next week. I'm looking forward to **having a break** from studying!
do	do someone a favour	Can you **do me a favour** and buy some milk on the way home?
	do business	I look forward to **doing business** with your company in the future.

Words using *do*, *have* and *make*

Word Finder

do someone a favour	PHRASE If you **do** someone **a favour**, you do something for someone to help them.
do business	PHRASE If you **do business** with a person or company, you sell something to them or buy something from them.
do your hair	PHRASE If you **do** your **hair**, you arrange it into a style.
have a break	PHRASE If you **have a break**, you relax after working or studying.
make a change	PHRASE if you **make a change**, you change something.
make a choice	PHRASE If you **make a choice**, you choose between different options.
make a complaint	PHRASE If you **make a complaint**, you tell someone formally that you are not happy with something.
make a decision	PHRASE If you **make a decision**, you decide something.
make a difference	PHRASE If something or someone **makes a difference**, they change a situation.

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Word Finder

make a face	PHRASE If you **make a face**, you deliberately put a strange expression on your face, for example by sticking out your tongue, to show that you do not like something or to make someone laugh.
make a mess	PHRASE If you **make a mess**, you make a place dirty or untidy.
make plans	PHRASE If you **make plans**, you plan to do something.
make a promise	PHRASE If you **make a promise**, you tell someone you will definitely do something.
make an effort	PHRASE If you **make an effort**, you try hard to do something.
make an excuse	PHRASE If you **make an excuse**, you give a reason why you cannot or could not do something, which may or may not be true.
make friends	PHRASE If you **make friends** with someone, you become their friend.
make it	PHRASE If you **make it** somewhere, you are able to arrive there on time.
make something happen	PHRASE If you **make** something **happen**, you cause it to happen.
make-up	NOUN **Make-up** is something such as powder or lipstick that you put on your face to make you look better.
play	NOUN A **play** is a piece of writing which is performed in a theatre, on the radio, or on television.

Exercise 1

Complete the sentences by writing the correct form of make or do in each gap.

1 It's time to _____ a choice – your family or your career.

2 My brother _____ me a great favour when he let me stay in his flat.

3 Will you _____ me a promise that you'll always ask before borrowing my car?

4 I think you should _____ a decision about whether to go to university as soon as you can.

5 The children _____ a terrible mess in the living room, and it took me an hour to clear it up.

6 We _____ business with a lot of foreign companies.

Exercise 2

Are the highlighted words correct or incorrect in the sentences?

1 You'll soon **do** ❑ friends in your new job.

2 I was angry, but I **made** ❑ an effort to seem cheerful.

3 I'm sorry I can't **do** ❑ your dreams come true!

4 Patricia put on some **make** ❑ before she went to the party.

5 It'll **make** ❑ a change to spend a few days at the seaside.

6 Thanks very much for your invitation, but I don't think I'll be able to **make** ❑ it to your party.

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Word Finder

a moment / minute later	PHRASE If something happens **a moment later** or **a minute later**, it happens very soon after.
ago	ADVERB You use **ago** to refer to past time. If something happened ten minutes or ten years **ago**, it is ten minutes or ten years since it happened.
annual	ADJECTIVE An **annual** event is one that happens every year.
annually	ADVERB If something happens **annually**, it happens every year.
autumn/fall	NOUN In British English, **autumn** is the season between summer and winter. The American word is **fall**.
calendar	NOUN A **calendar** is a chart or device which displays the date and the day of the week, and often the whole of a particular year.
century	NOUN A **century** is a period of a hundred years that is used when stating a date. For example, the nineteenth century was the period from 1801 to 1900.
daily/weekly/ monthly	1 ADJECTIVE A **daily** event happens once every day, a **weekly** event happens once every week, and a **monthly** event happens once every month. 2 ADVERB If something happens **daily**, it happens every day. If something happens **weekly** or **monthly**, it happens every week or every month.
decade	NOUN A **decade** is a period of ten years, especially one that begins with a year ending in 0, for example 1980 to 1989.
era	NOUN An **era** is a period of time that is considered as a single unit because it has a particular feature.
every other day	PHRASE If something happens **every other day**, it happens every two days.
in a moment / minute	PHRASE If you say that something will happen **in a moment** or **in a minute**, you mean that it will happen a very short time from now.
noon	NOUN **Noon** is twelve o'clock in the middle of the day.
nowadays	ADVERB **Nowadays** means at the present time, in contrast with the past.
once	ADVERB If something happens **once**, it happens one time only, or one time within a particular period of time.
season	NOUN The **seasons** are the periods into which a year is divided and which each have their own typical weather conditions.
soon	ADVERB If something is going to happen **soon**, it will happen after a short time.
spring	NOUN **Spring** is the season between winter and summer. In the spring, the weather starts to get warmer and plants begin to grow.
twice	ADVERB If something happens **twice**, it happens two times.
weekday	NOUN A **weekday** is any day of the week except Saturday and Sunday.
year	1 NOUN A **year** is a period of twelve months, beginning on the first of January and ending on the thirty-first of December. 2 NOUN A **year** is any period of twelve months.

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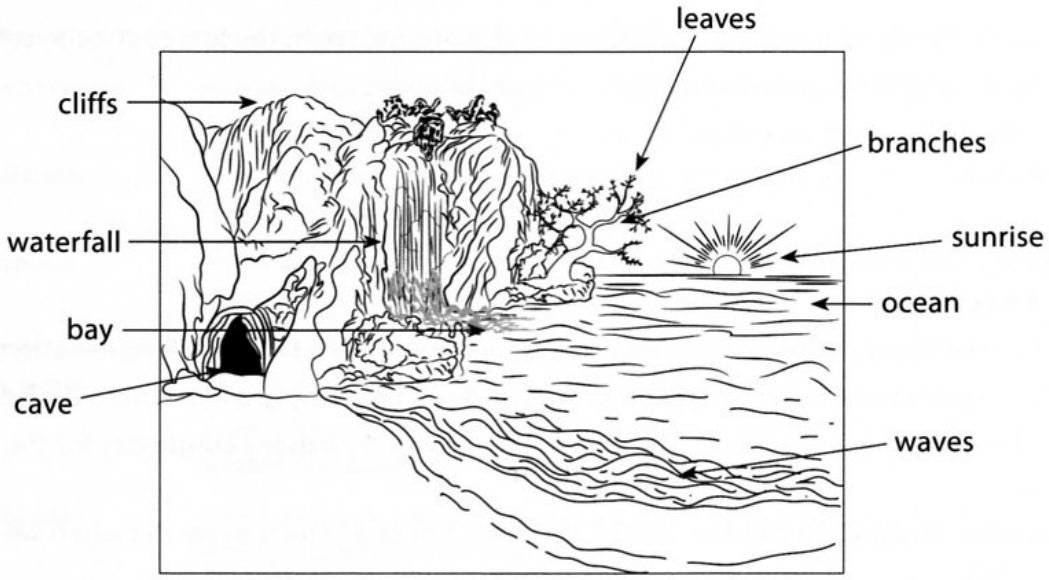
The natural world



Word Finder

bay	NOUN A **bay** is a part of a coastline where the land curves inwards.
branch	NOUN The **branches** of a tree are the parts that grow out from its trunk.
canal	NOUN A **canal** is a long, narrow, man-made stretch of water.
cave	NOUN A **cave** is a large hole in the side of a cliff or hill, or under the ground.
cliff	NOUN A **cliff** is a high area of land with a very steep side, especially one next to the sea.
coast	NOUN The **coast** is an area of land next to the sea.
crop	NOUN **Crops** are plants such as wheat and potatoes that are grown in large quantities for food.
environment	NOUN The **environment** is the natural world of land, sea, air, plants and animals.
environmental	ADJECTIVE **Environmental** means concerned with the protection of the environment.
flood	NOUN If there is a **flood**, a large amount of water covers an area which is usually dry.
ground	NOUN If you say that something takes place on the **ground**, you mean it takes place on the surface of the earth and not in the air.
jungle	NOUN A **jungle** is a forest in a tropical country where tall trees and other plants grow very closely together.
landscape	NOUN The **landscape** is everything that you can see when you look across an area of land, including hills, rivers, buildings and trees.
leaf	NOUN A **leaf** is one of the parts of a tree or plant that is flat, thin, and usually green.
ocean	NOUN The **ocean** is the sea.

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Word Finder

planet	NOUN A **planet** is a large, round object in space that moves around a star. The earth is a planet.
scenery	NOUN The **scenery** in a country area is the land, water or plants that you can see around you.
sunrise	NOUN **Sunrise** is the time in the morning when the sun first appears.
valley	NOUN A **valley** is a low area of land between hills, often with a river flowing through it.
waterfall	NOUN A **waterfall** is a place where water flows over the edge of a steep cliff or rocks and falls into a pool below, such as Niagara Falls and Victoria Falls.
wave	NOUN A **wave** is a raised mass of water on the sea or a lake, caused by the wind or the tide.

Exercise 1

Put the correct word in each gap.

cave | ocean | canal | sunrise | flood | wave | leaf | cliff | waterfall | coast | branch | valley

1 Words connected with water: _____ _____ _____ _____ _____

2 Words connected with trees: _____ _____

3 Words connected with different landscapes: _____ _____ _____ _____

Exercise 2

Choose the correct word.

Dear Jane

How are you? As you know, I went on holiday two weeks ago and have just come back. It was great. We had a car and drove to lots of different places. Our first stop was at a hotel right on the [1]**coast / planet** and we could hear the sea at night. It was lovely to fall asleep to. There were some very high cliffs there and we even found a [2]**cave / valley** in the cliffs, where fishermen kept their boats at night.

Then we drove into the mountains. The [3]**ground / scenery** was fantastic, with lots of snow on the mountain tops. We had a really long walk there and even saw a pool with a small [4]**flood / waterfall** coming down from the mountains, but it was too cold to go swimming. We got up really early one morning just to see the [5]**sunrise / sunset**. Next we drove to a lake with a campsite. We rented a tent and spent a few days just doing nothing. There were lots of very strange trees there with very large [6]**leaves / crops**. I took lots of photos on my phone – I'll show them to you next time I see you.

Write and tell me about your holiday.

Roseanne

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Talking about experiences

I was **brought up** in Scotland by my parents and **was educated in** the local secondary school. I studied medicine at university and gained a medical **qualification** as a doctor. After this, I wanted to **travel abroad** and **try working** in a different country. So, **I applied for** a job at a hospital in Sri Lanka. I was **attracted to** Sri Lanka because of its beautiful beaches. I **worked as** an assistant to one of the doctors. I wasn't very **good at** it to begin with, but I soon started to **find it quite easy to** do. It was a great **experience**.

Good to know!

You can use experience and experienced in different ways:
He's got ten years' experience as a lawyer.
I'm not very experienced.
He had some great experiences on holiday.
I've never experienced such a beautiful sunset.

Word Finder

apply for	PHRASAL VERB If you **apply for** a job, you make a formal written request to say you are interested in it.
attracted to / by	PHRASE If you are **attracted to** or **attracted by** someone or something, you like them and want to know more about them because you think they seem interesting or nice.
be brought up	PHRASAL VERB If you were **brought up** in a place, you spent your childhood there. If you were **brought up by** someone, they looked after you when you were a child.
be educated	VERB If you were **educated** in or at a place, you studied there.
be good / best at	PHRASE if you are **good at** something, you are able to do it well. If you are the **best at** it, you are better than everyone else.
qualify	VERB If you are **qualified** to do a job, you have completed the necessary training to do that job. If you have **qualified** as a doctor or an engineer, you have the necessary training to be a doctor or an engineer.
certificate	NOUN A **certificate** is an official document which states that particular facts are true, or which you receive when you have successfully completed a course of study or training.
CV	NOUN In British English, your **CV** is a brief written account of your personal details, your education, and jobs you have had, which you send when you are applying for a job. The American word is **resumé**.
education	NOUN Your **education** is your time at school or college and the subjects you were taught there.

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Word Finder

experience	1 NOUN **Experience** is knowledge or skill in a particular job or activity, which you have gained from doing that job or activity. 2 NOUN **Experience** is used to refer to the past events, knowledge and feelings that make up someone's life or character. 3 NOUN An **experience** is something that happens to you or something that you do. 4 VERB If you **experience** a situation or feeling, it happens to you or you are affected by it.
find it easy / difficult to	PHRASE If you can do something without any difficulty, you **find it easy**. If it is not easy, you **find it difficult**.
free time activity	NOUN A **free time activity** is something such as a sport or hobby that you do when you are not working or studying.
qualifications	NOUN Your **qualifications** are the examinations that you have passed.
rent	VERB If you **rent** something such as a house or flat, you regularly pay its owner in order to have it and use it yourself.
take a course	PHRASE If you **take a course** in a subject, you attend classes in that subject.
take part in	PHRASE If you **take part in** a sport, you play it.
take up	PHRASAL VERB If you **take up** a hobby, you start a hobby for the first time.
travel abroad	PHRASE If you **travel abroad**, you go to a foreign country.
try	VERB If you **try** doing something, you do it to see if you enjoy it or it is right for you.
work as	PHRASAL VERB You can use **work as** to say what job someone does. If you **work as** a waiter or a secretary, you are a waiter or a secretary.

Exercise 1

Put the correct word in each gap.

activity | work | taking | take | difficult | attracted | try | qualifications | rent

Surprisingly, the free time [1]_____ that you enjoy doing might actually be something that you can turn into a profitable business. Here we look at three popular hobbies that can be done professionally.

If you're [2]_____ by the idea of working with wood, carpentry might be for you. Formal [3]_____ are not necessary and the demand for wooden furniture, signs and even toys tends to be quite high.

Do you agree with the saying that there's a novel inside everyone? If so, why not [4]_____ an evening course in creative writing? Even if you find that writing a novel is not for you, you could still [5]_____ as a journalist or a copywriter.

If you have an eye for a striking picture, [6]_____ up photography may be the answer. Be warned though, you may find it [7]_____ to turn photography into a business. Professional photography is very competitive and can be costly – you normally have to [8]_____ a studio and buy or hire expensive photographic equipment. However, you can still compete if you find a special technique that really sets your photos apart.